

**PROJECTED DUE DATES
FINANCIAL & CASA QUARTERLY REPORTS**

*Reports are due by the **12th working day** following the close of the quarter covered in the report.*

- **Financial reports** are required quarterly, even if no expenditures have occurred.

<i>QUARTER ENDING</i>	<i>DUE DATE</i>
9/30/2018	10/17/2018
12/31/2018	1/17/2019
3/31/2019	4/16/2019
6/30/2019	7/17/2019
9/30/2019	10/17/2019

Please contact the appropriate DCJS staff person if you need assistance with the following:

- **Financial Reports and Requests for Funds** - DCJS Financial Services Manager, Bill Dodd, at 804/371-0638 or bill.dodd@dcjs.virginia.gov
- **Grants Information Management System (GMIS)** - Complete and send an email to grantsweb@dcjs.virginia.gov citing the error message received, to request assistance from the GMIS IT Specialist, DeAndrea Williams.
- **CASA Reports and Other Requests** - Your assigned DCJS Grant Program Monitor.
- If you have general questions, please contact Beverly Johnson at (804) 786-9055 or by e-mail at beverly.johnson@dcjs.virginia.gov.